



*ASPIRA Association, Inc.*

*National Board of Directors*  
**Meeting**

September 7, 2002  
Newark, NJ



## **Memorandum**

To: National Board of Directors, Presidents/Executive Directors

From: Ronald Blackburn-Moreno

Date: 9/5/2002

Re: **SCHEDULE OF EVENTS**

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Welcome to Newark and the meeting of the National Board of Directors. This is to inform all members of the following:

**Friday, September 5, 2002**  
**Meeting, Council of Executive Directors**  
**ASPIRA Meeting Room**  
**1:00 pm – 5:00 pm**

**DINNER – Newark Restaurant**  
**7:00 pm**  
**MEET IN THE HOTEL LOBBY 6:30 pm**

**Saturday, September 7, 2002**  
**Meeting – Student Affairs Committee**  
**ASPIRA Meeting Room**  
**8:00 am – 9:30 am**

**Meeting – Executive Committee**  
**ASPIRA Meeting Room**  
**9:15 – 9:45 am**

**Meeting – National Board of Directors**  
**ASPIRA meeting Room**  
**9:45 am – 6:00 pm**

If you have any questions, call me or John Villamil, Hilda Crespo, or Faviola Donato from the national office. I look forward to seeing you. Gracias. Ron

**National Board of Directors Meeting**  
**ASPIRA Association**  
**September 7, 2002**

**Hilton Newark Airport Hotel**  
**Newark, New Jersey**

**TENTATIVE SCHEDULE**

<b>Friday, September 6</b>	1:30 pm – 5:00 pm	<b>Meeting Council of Executive Directors/ Presidents</b>
		<b>Meeting Student Affairs Committee</b>
<b>Saturday, February 23</b>	8:00 am – 9:00 am	Continental Breakfast
	9:00 am – 9:30 am	<b>Meeting Executive Committee</b>
	9:30 am – 12:00 n	<b>Meeting National Board of Directors</b>
	12:00 n – 1:00 pm	Lunch
	1:00 pm – 5:00 pm	<b>Meeting National Board of Directors</b>
	5:30 pm	Adjourn

We look forward to seeing you at the next Board meeting. If you should have any questions please feel free to call (202) 835-3600 ext. 123.



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ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

EXECUTIVE COMMITTEE AGENDA ITEM SUMMARY

Agenda No.: 1.0 Reference No.: 9/02

Subject: Approval of the proposed agenda of the September 7, 2002 Executive Committee Meeting

Type:            Action: X            Information:

Meeting Date: September 7, 2002            Executive Committee: X

**Background:**

The proposed agenda for the Executive Committee Meeting was mailed to each member prior to the meeting. The agenda will again be reviewed briefly for approval.

**Action Required:**

Approval of the proposed agenda for the Executive Committee Meeting

**National Board of Directors Meeting**  
**EXECUTIVE COMMITTEE**  
**ASPIRA Association**  
**September 7, 2002**

**PROPOSED AGENDA**  
**EXECUTIVE COMMITTEE, BOARD OF DIRECTORS**

- 1.0 \* Approval of the Agenda
- 2.0 \* Review and Approval of the Minutes of the February 23, 2002 Executive Committee Meeting
- 3.0 Review of the Proposed Agenda of the September 7, 2002 Meeting, National Board of Director's
- 4.0 New Business
- 5.0 Adjourn







ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

EXECUTIVE COMMITTEE AGENDA ITEM SUMMARY

Agenda No.: 2.0 Reference No.: 9/02

Subject: Review and Approval of the Minutes of the February 23, 2002 Executive Committee Meeting

Type:            Action: X            Information:

Meeting Date: September 7, 2002 Executive Committee: X

**Background:**

The minutes from the last Executive Committee were mailed to each member prior to the meeting. The Executive Committee minutes will be reviewed for approval.

**Action Required:**

Approval of the minutes of the Executive Committee Meeting on February 23, 2001.





ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

EXECUTIVE COMMITTEE AGENDA ITEM SUMMARY

Agenda No.: 30 Reference No.: 9/02

Subject: Review of the proposed agenda for the September 7, 2002 National Board of Directors Meeting

Type:            Action: \_\_\_\_\_ Information: X

Meeting Date: September 7, 2002 Executive Committee: X

Background:

The proposed agenda for the National Board Meeting was mailed to each member prior to the meeting. The agenda will be reviewed briefly

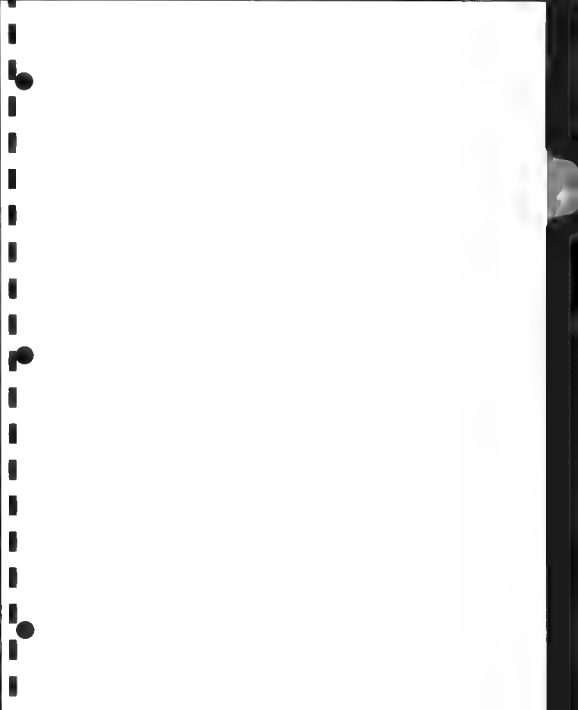
Action Required:

None

**National Board of Directors Meeting  
ASPIRA Association  
September 7, 2002**

**PROPOSED AGENDA—BOARD OF DIRECTORS**

- 1 0 \* Approval of the Agenda
- 2 0 \* Review and approval of the Minutes of the February 23, 2001 National Board of Director's Meeting
- 3 0 \* Chairperson's Report
- 4 0 Associates Updates
- 5 0 Treasurer's Report
  - \* Revenue and Expenditures
  - Endowment Fund Report
  - \* Approval of the Audit FY 2001
  - \* Approval of the Preliminary Budget FY 2003
- 6 0 Student Affairs Committee Report
- 7 0 President's Report
- 8 0 \* Proposed Amendments to the By-Laws
- 9 0 \* Election of Officers
- 10 0\* ASPIRA's Mission
- 11 0 New Business
- 12 0 Adjourn



2000



ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

EXECUTIVE COMMITTEE AGENDA ITEM SUMMARY

Agenda No.: 4.0 Reference No.: 9/02

Subject: New Business

Type:            Action: \_\_\_\_\_ Information: X

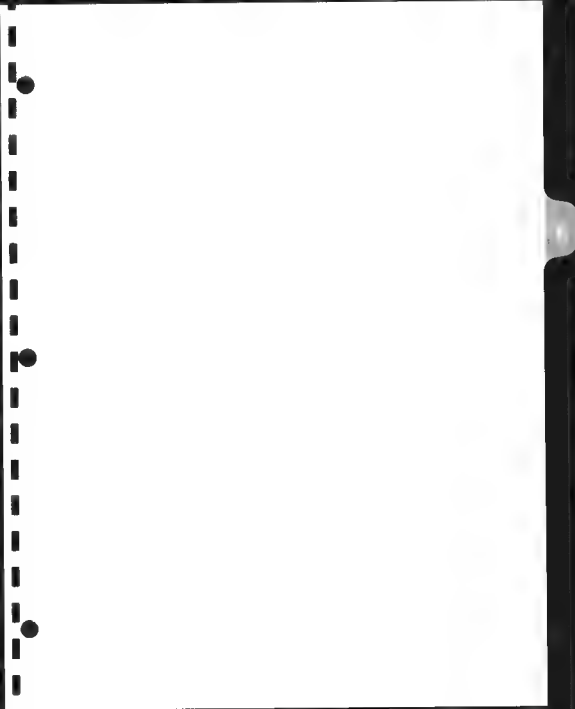
Meeting Date: February 23, 2002 Executive Committee: X

Background:

The Executive Committee will discuss any new business

Action Required:

None.





ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

EXECUTIVE COMMITTEE AGENDA ITEM SUMMARY

Agenda No.: 5.0      Reference No.: 9/02

Subject: Adjourn

Type:              Action: X              Information:     

Meeting Date: September 7, 2002      National Board of Directors: X

**Background:**

The Board will consider any new business

**Action Required:**

Vote to Adjourn.





ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

BOARD AGENDA ITEM SUMMARY

Agenda No.: 6.0 Reference No.: 9/02

Subject: Approval of the proposed agenda for the February 23, 2002 National Board Meeting

Type:            Action: X            Information:

Meeting Date: September 7, 2002 National Board of Directors: X

Background:

The proposed agenda for the National Board of Directors Meeting was mailed to each member prior to the meeting. The agenda will be reviewed and approved.

Action Required:

Approval of the proposed agenda

**National Board of Directors Meeting  
ASPIRA Association  
September 7, 2002**

**PROPOSED AGENDA—BOARD OF DIRECTORS**

- 1 0 \* Approval of the Agenda
- 2 0 \* Review and approval of the Minutes of the February 23, 2001 National Board of Director's Meeting
- 3 0 \* Chairperson's Report
- 4 0 Associates Updates
- 5 0 Treasurer's Report-
  - \* Revenue and Expenditures
  - Endowment Fund Report
  - \* Approval of the Audit FY 2001
  - \* Approval of the Preliminary Budget FY 2003
- 6 0 Student Affairs Committee Report
- 7 0 President's Report
- 8 0 \* Proposed Amendments to the By-Laws
- 9 0 \* Election of Officers
- 10 0 ASPIRA's Mission
- 11 0 New Business
- 12 0 Adjourn

\* Action Items







**ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS**

**BOARD AGENDA ITEM SUMMARY**

**Agenda No.:** 7.0    **Reference No.:** 9/02

**Subject:** Review and Approval of the Minutes of the February 23, 2002 National Board of Directors Meeting

**Type:**            **Action:** X            **Information:**

**Meeting Date:** February 23, 2002    **National Board of Directors:** X

**Background:**

The minutes for the last National Board of Directors Meeting was mailed to each member prior to the meeting. The minutes will be reviewed for approval

**Action Required:**

Approval of the minutes of the National Board of Directors Meeting

**ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS**

**EXECUTIVE COMMITTEE  
MEETING**

February 2002

Newark, New Jersey

**MINUTES**

Present

Ms Myrna Rivera, Chair  
Mr Wilfredo Matos, Vice Chair Program, ASPIRA of Connecticut  
Mr José González (for Ms Helga Lempierre), ASPIRA de Puerto Rico  
Mr Heriberto Oquendo, Jr., Secretary, Immediate Past Chair, Student Affairs Committee  
Ms Teresa Albizu, Chair, ASPIRA of Florida  
Mr Rolando Velázquez, Chair, ASPIRA of New Jersey

Excused

Ms Lydia Hernández-Vélez, Treasurer  
Ms Sonia Sanchez, ASPIRA of Illinois  
Ms Magda Yrizarry, ASPIRA of NY

National Office Staff

Mr Ronald Blackburn-Moreno, President  
Mr Johnny Villamil, Executive Vice President  
Ms Tatiana Almeida, Assistant to the President (Recorder)

Other attendees (observers)

Mr Alfredo Calderon, Executive Director, ASPIRA of Pennsylvania  
Mr Anthony Bobe, Student Representative, ASPIRA of Pennsylvania  
Mr William Colón, Executive Director, ASPIRA of New Jersey  
Mr William Gómez, (for Ms Hilda Maldonado), ASPIRA de Puerto Rico  
Mr Orlando Lugo, Student Representative, ASPIRA de Puerto Rico  
Ms Melissa Alequin-Viveiros, Student Representative, ASPIRA of Florida  
Ms Jackie Maldonado, Student Representative, ASPIRA of Connecticut  
Mr Luis Cuevas, At-Large member  
Mr Alejandro Torres, Student Representative, ASPIRA of New York

The meeting was called to order at 9:20a.m.

1.0 Approval of the proposed agenda of the February 23, 2002 Executive Committee Meeting

- Ms. Rivera opened the meeting by calling for a review of the proposed agenda
- Ms. Rivera made a motion to approve the agenda
- Mr. Velázquez seconded
- The agenda was approved by unanimous vote

2.0 Review and Approval of the Minutes of the August 11, 2001 Executive Committee Meeting

- Ms. Rivera requested that Board Members briefly review the minutes of the August 11, 2001 Executive Committee Meeting. The minutes were reviewed page by page
- Committee members made several typographical error corrections, which were recorded by the Recorder. Mr. Matos clarified that that, as stated in the minutes, the Executive Committee meetings were open meetings
- Mr. Oquendo Jr. made the motion to approve the minutes as revised
- Mr. Velázquez seconded
- The motion was approved by majority vote

3.0 Review of the proposed agenda for the February 23, 2002 National Board of Directors' Annual Meeting

- Ms. Rivera suggested that the order of the agenda items be changed to move action items under the Treasurer's report up so they are discussed first
- Mr. Oquendo Jr. made the motion to approve the agenda
- Mr. Matos seconded
- The agenda was approved by unanimous vote

4.0 New Business

- Ms. Rivera indicated that there were four new business items: the request of the Student Affairs Committee to develop a student chat room on the ASPIRA web site, review and revision of the by-laws, protocols to be followed when one Associate proposes to engage in activities in the state of another Associate, procedures for the transition from affiliate to Associate, especially in light of the approval by the board of Associate status for ASPIRA of Connecticut
- Mr. Matos presented a new item for discussion as new business, the financial situation of ASPIRA of Connecticut. He indicated that he wanted to discuss this issue in the Executive Committee meeting in executive session

- The committee agreed to hear the report on ASPIRA of Connecticut in executive session
- Ms. Rivera inquired about the status of the chat room requested by the Student Affairs Committee
- A discussion followed in which a chat room was described as well as the potential uses of a chat room. It was mentioned that the ASPIRA of Connecticut or ASPIRA of Florida chat rooms could serve as a model for a national chat room
- Mr. Blackburn Moreno indicated that the National Office would develop a national student chat room with input from board members
- Regarding amendments to the by-laws, it had been proposed at the last meeting to review the term limits of the chair and the at-large members. The by-laws committee had not met to discuss the revisions. Ms. Rivera indicated that since neither Ms. Hernandez-Velez nor Ms. Sánchez were present, that the issue should remain pending
- Ms. Rivera suggested a follow-up procedure, led by the National Office to follow-up on board agreements between meetings. She also reminded the committee that the minutes should be received well before the meeting. She suggested that draft minutes be circulated a month after the meeting
- The protocol for Associates to follow with other Associates when engaging in activities in the state of the other Associate was discussed. It was agreed that the Associate planning to engage in activities in the state of another Associate should send a formal (written) letter of advisement to the Associate of that state preferably with at least six months in advance of the activity and that a formal agreement should be reached 90 days before the activity. In case of disagreement, the National Office should mediate. Ms. Rivera indicated that this was a complex topic perhaps best left for a board retreat
- Regarding the procedure for the transition of an Affiliate to Associate status, Ms. Rivera indicated that she wanted the record to indicate that prior to approval of the transition of ASPIRA of Connecticut to Associate status that the established procedures had been followed and that there had been a discussion about the issue, since the minutes of that meeting did not reflect either and she had not been present. Mr. Matos clarified that both had occurred
- Ms. Rivera called for discussion of the financial situation of ASPIRA of Connecticut. The discussion was held in executive session and was not recorded

## 5.0 Adjourn

The committee opened the meeting after the executive session

- Ms. Rivera Called for a motion to adjourn
- Mr. Oquendo, Jr. Seconded
- The motion was approved by unanimous vote



Notes



ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

BOARD AGENDA ITEM SUMMARY

Agenda No.: 8.0 Reference No.: 9/02

Subject: Chairperson's Report

Type: Action: \_\_\_\_\_ Information: X

Meeting Date: September 7, 2002 National Board of Directors: X

Background:

The Chair of the Board will present a brief report

Action Required:

None



## Notes

ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

BOARD AGENDA ITEM SUMMARY

Agenda No.: 9.0 Reference No.: 9/02

Subject: Associates Report

Type:            Action:                 Information: X

Meeting Date: September 7, 2002 National Board of Directors: X

Background:

The Associates will present reports on activities and upcoming events

Action Required:

None





ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

BOARD AGENDA ITEM SUMMARY

Agenda No.: 10.0 Reference No.: 9/02

Subject: Treasurer's Report

Type:            Action: X            Information:

Meeting Date: September 7, 2002 National Board of Directors: X

Background:

Ms Lydia Hernández-Velez, Vice President for Finance/Treasurer, will present the Treasurer's Report. The report includes

- \* Revenue and Expenditures
- Endowment Fund Report
- \* Approval of the Audit FY 2001
- \* Approval of the Preliminary Budget FY 2003

Action Required:

- Approval of the Revenue and Expenditures Report
- Approval of the Audit FY 2001
- Approval of the Preliminary Budget FY 2003

**ASPIRA ASSOCIATION, INC.**  
**REVENUES AND EXPENSES REPORT**  
**FOR JULY 2001 THROUGH JUNE 2002**  
**(UNAUDITED)**



	Modified Accrual Year to Date Actual	Modified Annual Budget	Budget Balance
<b>Support &amp; Revenue</b>			
Contributions and grants	679,716	856,173	\$ (176,457)
Federal Grants	508,183	583,327	(75,144)
Interest Income	4,550	1,200	3,350
Misc. Income	13,010	10,000	3,010
<b>Total</b>	<b>1,205,459</b>	<b>1,450,700</b>	<b>(245,241)</b>
<b>EXPENSES</b>			
Salaries	418,467	417,362	(1,105)
Fringe	87,890	87,648	(244)
Bank Charges	196	800	604
Board Expenses	18,690	15,000	(3,690)
Consultants	175,918	104,220	(71,698)
Equipment Purchase and Maint	10,473	12,120	1,647
Insurance	2,000	2,436	436
Misc Expenses	569	0	(569)
Office Supplies	15,252	12,439	(2,813)
Program Supplies	14,521	20,750	6,229
Postage	5,385	10,473	5,088
Printing	7,263	31,094	23,831
Rent	142,900	153,850	10,950
Seminars/meetings	3,158	29,390	26,232
Stipends	6,001	7,880	1,879
Telephone	17,571	18,610	1,039
Travel	14,746	13,793	(953)
Line of Credit Expense	2,036	0	(2,036)
<b>Total Expenses</b>	<b>943,035</b>	<b>937,863</b>	<b>(5,172)</b>
<b>Transfers</b>	<b>262,110</b>	<b>512,837</b>	<b>250,727</b>
<b>TOTAL</b>	<b>1,205,146</b>	<b>1,450,700</b>	<b>245,554</b>

**REVENUES (UNDER ) EXPENSES**

**313**



ASPIRA Association, Inc  
National Office  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2002 (UNAUDITED)

**ASSETS**

**CURRENT ASSETS**

Cash and cash equivalents	\$ 73,368 66
Accounts receivable	246,605 05
Advances	10,005 40
Prepaid expenses	26,335 43
Computer software inventory	429,266 60
Total current assets	784,581 14

**NON-CURRENT ASSETS**

Loans to Associates	243,071 09
Security deposit	11,051 00
Endowment investments	1,173,447 57
Equipment and software	290,666 80
Less accumulated depreciation	(208,036 30)
Total non-current assets	1,510,198 16

**TOTAL ASSETS** \$ 2,294,779 30

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

Accounts payable	\$ 7,265 37
Accrued vacation	16,121 09
Computer inventory due to subrecipients	473,684 53
Operating line of credit	74,941 11
Total current liabilities	572,012 10

**NON-CURRENT LIABILITIES**

Deferred revenue	-
Endowment line of credit	173,552 27
Deferred rent	66,371 00
Capital lease obligation	17,455 23
Total non-current liabilities	257,378 50
Total liabilities	829,390 60

**NET ASSETS**

Unrestricted	441,508 03
Temporarily restricted	519,055 67
Permanently restricted	504,825 00
Total net assets	1,465,388 70

**TOTAL LIABILITIES AND NET ASSETS** \$ 2,294,779 30

SEIRA ASSOCIATION, INC  
PREFERRED DIVIDEND PAYMENTS LIST

DATE	ST VALUE	DATE	TOTAL VALUE	DATE	TOTAL VALUE
NOV 30 1990	455,565	AUGUST 30, 1994	648,534	MAY 31, 1998	1,168,899
DEC 31, 1990	451,436	SEPTEMBER 30, 1994	639,507	JUNE 30, 1998	964,455
JAN 3, 1991	468,030	OCTOBER 3, 1994	645,102	JULY 3, 1998	1,177,888
FEB 29 1991	495,454	NOVEMBER 30, 1994	630,259	AUGUST 3, 1998	950,677
MARCH 3, 1991	495,192	DECEMBER 3, 1994	638,540	SEPTEMBER 30, 1998	1,144,888
APRIL 30, 1991	505,355	JANUARY 31, 1995	649,367	OCTOBER 31, 1998	1,065,533
MAY 1, 1991	527,706	FEBRUARY 28, 1995	677,367	NOVEMBER 3, 1998	1,095,777
JUNE 30, 1991	533,772	MARCH 31, 1995	684,733	DECEMBER 30, 1998	1,227,810
JULY 3, 1991	528,147	APRIL 30, 1995	696,437	JANUARY 30, 1999	1,343,317
AUG 31 1991	543,986	MAY 31, 1995	721,000	FEBRUARY 28, 1999	1,462,252
SEPTEMBER 30, 1991	530,444	JUNE 30, 1995	744,733	MARCH 19, 1999	1,550,028
OCTOBER 3, 1991	539,295	JULY 30, 1995	744,677	APRIL 30, 1999	1,689,493
NOVEMBER 30, 1991	531,157	AUGUST 30, 1995	754,000	MAY 28, 1999	1,734,455
DECEMBER 3, 1991	513,702	SEPTEMBER 30, 1995	754,000	JUNE 30, 1999	1,874,322
JANUARY 31, 1992	566,260	OCTOBER 3, 1995	784,000	JULY 30, 1999	1,987,888
FEBRUARY 29, 1992	553,722	NOVEMBER 30, 1995	784,000	AUGUST 31, 1999	2,134,888
MARCH 31, 1992	546,722	DECEMBER 31, 1995	784,540	SEPTEMBER 30, 1999	2,207,317
APRIL 30, 1992	574,660	JANUARY 31, 1996	784,733	OCTOBER 30, 1999	2,343,317
MAY 3, 1992	555,525	FEBRUARY 29, 1996	784,733	NOVEMBER 1, 1999	2,487,888
JUNE 30, 1992	574,749	MARCH 31, 1996	784,733	DECEMBER 3, 1999	2,634,888
JULY 31, 1992	592,249	APRIL 30, 1996	772,539	JANUARY 31, 2000	2,787,888
AUGUST 3, 1992	589,591	MAY 3, 1996	784,733	FEBRUARY 29, 2000	2,934,888
SEPTEMBER 30, 1992	597,001	JUNE 30, 1996	784,733	MARCH 31, 2000	3,087,888
OCTOBER 3, 1992	577,946	JULY 3, 1996	784,733	APRIL 31, 2000	3,240,888
NOVEMBER 30, 1992	607,558	AUGUST 3, 1996	784,733	MAY 3, 2000	3,393,888
DECEMBER 3, 1992	633,552	SEPTEMBER 30, 1996	814,733	JUNE 30, 2000	3,546,888
JANUARY 3, 1993	654,488	OCTOBER 31, 1996	837,699	JULY 3, 2000	3,699,888
FEBRUARY 29, 1993	654,488	NOVEMBER 30, 1996	864,540	AUGUST 3, 2000	3,852,888
MARCH 31, 1993	679,401	DECEMBER 31, 1996	897,540	SEPTEMBER 30, 2000	4,005,888
APRIL 30, 1993	684,131	JANUARY 31, 1997	885,290	OCTOBER 3, 2000	4,158,888
MAY 31, 1993	625,455	FEBRUARY 28, 1997	888,346	NOVEMBER 30, 2000	4,311,888
JUNE 30, 1993	624,706	MARCH 3, 1997	862,403	DECEMBER 3, 2000	4,464,888
JULY 31, 1993	622,647	APRIL 3, 1997	892,288	JANUARY 30, 2001	4,617,888
AUGUST 31, 1993	644,862	MAY 3, 1997	914,046	FEBRUARY 27, 2001	4,770,888
SEPTEMBER 30, 1993	643,347	JUNE 3, 1997	956,096	MARCH 13, 2001	4,923,888
OCTOBER 3, 1993	643,709	JULY 3, 1997	964,076	APRIL 30, 2001	5,076,888
NOVEMBER 30, 1993	671,000	AUGUST 31, 1997	964,076	MAY 31, 2001	5,229,888
DECEMBER 31, 1993	664	SEPTEMBER 30, 1997	964,076	JUNE 30, 2001	5,382,888
JANUARY 3, 1994	657,333	OCTOBER 31, 1997	954,050	JULY 3, 2001	5,535,888
FEBRUARY 28, 1994	646,742	NOVEMBER 30, 1997	954,050	AUGUST 2001	5,688,888
MARCH 31, 1994	625,848	DECEMBER 31, 1997	954,050	SEPTEMBER 2001	5,841,888
APRIL 30, 1994	624,772	JANUARY 3, 1998	1,022,971	OCTOBER 2001	5,994,888
MAY 31, 1994	613,172	FEBRUARY 28, 1998	1,033,493	NOVEMBER 2001	6,147,888
JUNE 30, 1994	624,810	MARCH 3, 1998	1,149,800	DECEMBER 2001	6,300,888
JULY 31, 1994	629,773	APRIL 30, 1998	1,155,946	JANUARY 2002	6,453,888
				FEBRUARY 2002	6,606,888
				MARCH 2002	6,759,888
				APRIL 2002	6,912,888
				MAY 2002	7,065,888
				JUNE 2002	7,218,888

\* \$77,971 did not pass margin on LOC (Total dividend is as noted only)

\*\* Does not include \$101.9 Margin on Line of Credit

\*\*\* Current Value as of 6/7/2002

\$9,571

\*\* as of 2002

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**FINANCIAL STATEMENTS AND REPORT OF  
INDEPENDENT CERTIFIED PUBLIC  
ACCOUNTANTS**

**ASPIRA Association, Inc., National Office**

**June 30, 2001**

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COMMERCIAL OFFICE  
7535 LITTLE RIVER TURNPIKE  
ANNANDALE, VIRGINIA 22003  
703 813 1900  
703 813 1919 FAX



SOZA ASSOCIATES L.L.C.  
8560 ARLINGTON BOULEVARD  
FAIRFAX, VIRGINIA 22031  
703 560 9477

### Report of Independent Certified Public Accountants

Board of Directors  
ASPIRA Association, Inc., National Office

We have audited the accompanying statement of financial position of ASPIRA Association, Inc., National Office (a non-profit organization) as of June 30, 2001, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of ASPIRA Association, Inc., National Office's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of ASPIRA Association, Inc., National Office as of June 30, 2001 and the changes in its net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 17, 2002 on our consideration of ASPIRA Association, Inc., National Office's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Sora Associates LLC

Annandale, Virginia  
April 17, 2002

ASPIRA Association, Inc., National Office  
STATEMENT OF FINANCIAL POSITION  
June 30, 2001

ASSETS

CURRENT ASSETS

Cash and cash equivalents	\$ 159,739
Federal grant receivables	88,057
Contributions receivable	188,570
Loans to associates, current	47,496
Other receivable	2,096
Computer software inventory	429,267
Prepaid expenses	<u>22,961</u>
Total current assets	<u>938,186</u>

NON-CURRENT ASSETS

Deposits	11,051
Loans to associates, non-current	206,201
Investments	1,173,448
Property and equipment - at cost, net of accumulated depreciation of \$208,038	<u>79,070</u>
Total non-current assets	<u>1,469,770</u>
Total assets	<u>\$2,407,956</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable and accrued expenses	\$ 36,248
Lines of credit	173,588
Due to associates	448,685
Deferred rent, current	10,008
Capital lease obligation, current	<u>4,412</u>
Total current liabilities	672,941

NON-CURRENT LIABILITIES

Capital lease obligation, non-current	13,043
Deferred rent, non-current	<u>56,363</u>
Total liabilities	<u>742,347</u>

NET ASSETS

Unrestricted	441,177
Temporarily restricted	719,607
Permanently restricted	<u>504,825</u>
Total net assets	<u>1,665,609</u>
Total liabilities and net assets	<u>\$2,407,956</u>

The accompanying notes are an integral part of these statements.

ASPIRA Association, Inc., National Office  
STATEMENT OF ACTIVITIES  
Year Ended June 30, 2001

**CHANGES IN UNRESTRICTED NET ASSETS**

<b>Support</b>	
Contributions and grants	\$ 180,750
Federal government grants	<u>625,953</u>
Total support	<u>806,703</u>
<b>Revenue</b>	
Investment income	5,636
Miscellaneous income	<u>24,718</u>
Total revenue	30,354
<b>Net assets released from restrictions</b>	<u>585,267</u>
Total support and revenue	<u>1,422,324</u>
<b>Expenses</b>	
<b>Program services:</b>	
Education access and careers	1,068,255
Youth leadership	98,660
Organizational development	75,382
Advocacy and research	<u>4,357</u>
Total program services	<u>1,246,654</u>
<b>Administrative services:</b>	
General and administrative	226,673
Fund raising	<u>3,059</u>
Total administrative services	<u>229,732</u>
Total expenses	<u>1,476,386</u>
Increase (decrease) in unrestricted net assets	<u>(54,062)</u>

**CHANGES IN TEMPORARILY RESTRICTED NET ASSETS**

Contributions	171,100
Net assets released from restrictions	<u>(585,267)</u>
Increase (decrease) in temporarily restricted net assets	<u>(414,167)</u>
Increase (decrease) in net assets	(468,229)
Net assets, beginning of year	<u>2,133,838</u>
Net assets, end of year	<u>\$1,665,609</u>

The accompanying notes are an integral part of these statements.



ASPIRA Association, Inc., National Office  
STATEMENT OF FUNCTIONAL EXPENSES  
Year Ended June 30, 2001

	Education Access and Careers	Youth Leadership	Organizational Development	Advocacy & Research
Salaries, wages & stipends	\$ 383,717	\$45,707	\$34,994	\$3,224
Fringe benefits	66,451	6,940	7,122	655
Office rent	5,571	-	-	-
Equipment rental & maintenance	4,130	200	1,931	8
Supplies	16,190	111	228	21
Telephone & postage	15,242	859	1,612	117
Insurance & licenses	-	-	-	-
Depreciation	-	-	-	-
Bank charges & miscellaneous	1,538	219	21	-
Interest	-	-	-	-
Board meetings	16,291	5,009	6,940	-
Travel, lodging & per diem	20,715	4,078	367	-
Seminars & meetings	1,143	-	-	-
Professional fees	98,825	5,123	18,039	-
Printing & publication	9,091	371	410	5
Subscriptions, dues & training	1,597	86	126	12
Transfer payments to subrecipients	<u>343,307</u>	<u>-</u>	<u>2,858</u>	<u>-</u>
Subtotal	983,808	68,703	74,648	4,042
Overhead application	84,447	29,957	734	315
Loss on disposal of equipment	-	-	-	-
Total	<u>\$1,068,255</u>	<u>\$98,660</u>	<u>\$75,382</u>	<u>\$4,357</u>

The accompanying notes are an integral part of these statements.

ASPIRA Association, Inc., National Office  
STATEMENT OF FUNCTIONAL EXPENSES - CONTINUED  
Year Ended June 30, 2001

	Total Program <u>Services</u>	General & <u>Administrative</u>	Fund <u>Raising</u>	Total <u>Expenses</u>
Salaries, wages & stipends	\$ 467,642	\$ 47,032	\$2,643	\$ 517,317
Fringe benefits	81,168	7,385	331	88,884
Office rent	5,571	140,775	-	146,346
Equipment rental & maintenance	6,269	2,895	-	9,164
Supplies	16,550	701	-	17,251
Telephone & postage	17,830	3,146	85	21,061
Insurance & licenses	-	3,312	-	3,312
Depreciation	-	52,713	-	52,713
Bank charges & miscellaneous	1,778	41	-	1,819
Interest	-	14,009	-	14,009
Board meetings	28,240	3,426	-	31,666
Travel, lodging & per diem	25,160	5,400	-	30,560
Seminars & meetings	1,143	50	-	1,193
Professional fees	121,987	53,733	-	175,720
Printing & publication	9,877	358	-	10,235
Subscriptions, dues & training	1,821	681	-	2,502
Transfer payments to subrecipients	<u>346,165</u>	<u>-</u>	<u>-</u>	<u>346,165</u>
Subtotal	1,313,201	335,657	3,059	1,469,917
Overhead application	115,453	(115,453)	-	-
Loss on disposal of equipment	-	6,469	-	6,469
Total	<u>\$1,246,654</u>	<u>\$ 226,673</u>	<u>\$3,059</u>	<u>\$1,476,386</u>

ASPIRA Association, Inc., National Office  
STATEMENT OF CASH FLOWS  
Year Ended June 30, 2001

CASH FLOWS FROM OPERATING ACTIVITIES

Increase (decrease) in net assets	\$ (468,229)
Adjustments to reconcile change in net assets to cash provided by operating activities:	
Depreciation expense	52,713
Loss on disposal of equipment	6,469
Changes in assets and liabilities:	
Federal grant receivables	38,247
Contributions receivables	886,665
Other receivable	725
Computer software inventory	800,975
Prepaid expenses	(6,428)
Accounts payable and accrued expenses	(14,533)
Due to associates	(1,367,860)
Deferred rent	(3,912)
Deferred revenue	(18,635)
Net cash used in operating activities	<u>(93,803)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Proceeds from the sale of investments	25,272
Reinvested investment earnings	(5,636)
New loans to associates	(205,000)
Repayment of loans by associates	<u>145,942</u>
Net cash used in investing activities	<u>(39,422)</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Net proceeds from lines of credit	108,335
Principal payments on capital lease obligations	<u>(7,637)</u>
Net cash provided by financing activities	<u>100,698</u>

Net increase (decrease) in cash (32,527)

Cash and cash equivalents, beginning of year 192,266

Cash and cash equivalents, end of year \$ 159,739

Supplemental Disclosures:

The Association's financial statements for 2001 reflect the following non-cash activities.

1. The Association capitalized donated computer equipment and software valued at \$3,042.
2. The Association transferred \$8,224 worth of computer equipment to associates.

The accompanying notes are an integral part of these statements.

**ASPIRA Association, Inc., National Office**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2001**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**1. Nature of the Organization**

The ASPIRA Association, Inc., National Office (the "Association") was incorporated on November 20, 1968, in the state of New York. The Association was organized to develop and expand the educational and creative opportunities and capabilities of Puerto Rican and other Latino communities in the United States and Puerto Rico. Its mission is to empower the Puerto Rican and Latino community through advocacy, education and leadership development of its youth. The Association is a non-profit organization that operates in Washington, D.C.

The Association has associate organizations in New York, New Jersey, Illinois, Pennsylvania, Puerto Rico, Florida and Connecticut (the "Associates"). The Associates are separate legal entities, and the results of their financial activities are not consolidated with those of the Association.

**2. Basis of Presentation**

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements for Not for-Profit Organizations*. Under SFAS No. 117, the Association is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted and permanently restricted.

**3. Contributions and Grants**

The Association receives funding from foundations, corporations and federal grants. Under certain federal grants, the Association functions as a pass-through agent, distributing funds to Associates. Revenues related to federal grants are recognized to the extent that eligible expenses are incurred. The Association receives federal funding primarily on a reimbursement basis.

In accordance with the Financial Accounting Standards Board in SFAS No. 116, *Accounting for Contributions Received and Contributions Made*, contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support based on donor designations. Temporarily restricted donations are recorded as temporarily restricted support and reclassified as net assets released from restrictions in the period that donor-imposed restrictions have been satisfied. Contributions, non-federal grants and unconditional promises to give are recognized as revenue in the period made. Conditional promises to give are not recognized or accrued until the specific conditions have been met. The Association received no conditional promises to give in the current fiscal year.

ASPIRA Association, Inc., National Office  
NOTES TO FINANCIAL STATEMENTS - CONTINUED  
June 30, 2001

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**4. Cash**

The Association maintains bank accounts in which monies are pooled for both restricted and unrestricted use. Accountability is maintained through a series of interfund receivables and payables that reflect cash available to each fund. Cash equivalents consist of demand deposits and money market accounts.

**5. Investments**

The Association maintains a permanently restricted endowment fund, which consists of money market funds, government debt securities and corporate debt and equity securities recorded at fair value. Changes in fair value are recognized as investment income in the accompanying statement of activities.

**6. Property and Equipment**

Purchased property and equipment is recorded at cost and donated property is recorded at fair market value. Depreciation is calculated using the straight line method, with useful lives of five to ten years. The statement of financial position also reflects all assets obtained under capital lease agreements. Depreciation for capital-leased assets is calculated over the term of the lease.

Property and equipment is summarized as follows

Furniture and equipment	\$ 236,443
Software	9,483
Capital leased equipment	<u>41,182</u>
	287,108
Less accumulated depreciation	<u>(208,038)</u>
	<u>\$ 79,070</u>

Depreciation expense for the year ended June 30, 2001 was \$52,713.

ASPIRA Association, Inc., National Office  
NOTES TO FINANCIAL STATEMENTS - CONTINUED  
June 30, 2001

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**7. In-Kind Contributions**

During 2000, the Association received computer software and user licenses, with an estimated fair value of \$1,706,523 under a grant from Microsoft Corporation to support the Computer Technology Centers. The centers are established in part with grant funding from the Department of Education. The remaining software to be distributed to the Associates, has been included in the balance due to Associates at June 30, 2001.

**8. Restricted Net Assets**

Temporarily restricted net assets released from restrictions during 2001, by program, are as follows.

Education, access and careers	\$391,025
Youth leadership	98,660
Advocacy and research	4,200
Organizational development	<u>91,382</u>
Total	<u>\$585,267</u>

Temporarily restricted net assets available for programs at June 30, 2001 are as follows:

Education, access and careers	\$621,275
Youth leadership	68,332
Organizational development	<u>30,000</u>
Total	<u>\$719,607</u>

Permanently restricted net assets consist of the Dewitt Wallace/Readers Digest Endowment Fund (the "Endowment Fund"). The principal is held in perpetuity under the following conditions:

The income may be expended for the general programs of the Association provided that in no event will any of the income be used for fund raising or capital improvement projects. The principal of the Endowment Fund may not be transferred to another institution by the merger, consolidation, liquidation or dissolution. In all such events and in the case of bankruptcy or receivership of the Association, the Endowment Fund will revert to Community Funds, Inc. (the third party custodian that maintained custody of the funds prior to remitting the monies to the Association). Community Funds, Inc. will then in turn consult with the original donor and designate a new beneficiary of the funds.

ASPIRA Association, Inc., National Office  
NOTES TO FINANCIAL STATEMENTS - CONTINUED  
June 30, 2001

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED**

**8. Restricted Net Assets - Continued**

The original carrying value of the Endowment Fund was \$504,825. The Association reports the Endowment Fund investment at fair market value, which at June 30, 2001 was \$1,173,448. Investment income and any net gains or losses are recorded as unrestricted income in the statement of activities.

**9. Use of Estimates**

In the preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**10. Functional Allocation of Expenses**

The costs of providing the programs and supporting services have been summarized on a functional basis in the accompanying financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefitted.

**11. Income Taxes**

The Association is exempt from Federal income taxes under IRS Code Section 501(c)(3). The Internal Revenue Service has determined that the Association is a publicly supported entity. Therefore, no income taxes were paid in 2001.

**12. Grant Program Audit Provisions**

Federal grant expenditures are subject to review by the granting agency, which can question or disallow program expenditures upon audit. Management believes such adjustment, if any, would not have a material effect on net assets.

ASPIRA Association, Inc., National Office  
**NOTES TO FINANCIAL STATEMENTS - CONTINUED**  
 June 30, 2001

**NOTE B - LONG-TERM OBLIGATIONS**

The Association leases office equipment under capital lease agreements that expire in 2005. The following is a schedule of future minimum lease payments and imputed interest as of June 30, 2001.

2002	\$ 5,892
2003	5,892
2004	5,892
2005	<u>2,946</u>
Total minimum lease payments	20,622
Imputed interest	<u>(3,167)</u>
Total capital lease obligation	17,455
Current portion of the obligation	<u>4,412</u>
Present value of the long-term obligation	<u>\$13,043</u>

**NOTE C - COMMITMENTS**

In November 1995, the Association entered into a lease agreement for office space effective January 1, 1996. The lease has a ten year term, rent abatements in the first two years and an option to cancel the lease after year seven. Rent expense for the year ended June 30, 2001 was \$146,346.

The schedule of future minimum lease payments is as follows:

2002	\$141,024
2003	147,120
2004	147,120
2005	147,120
2006	<u>73,560</u>
Total	<u>\$655,944</u>



ASPIRA Association, Inc., National Office  
NOTES TO FINANCIAL STATEMENTS - CONTINUED  
June 30, 2001

**NOTE D - INVESTMENTS**

The fair market value of investments at June 30, 2001 is as follows.

Money market funds	\$ 40,535
Common stocks and options	787,817
Government bonds	201,180
Corporate bonds	<u>143,916</u>
Total	<u>\$1,173,448</u>

Investment income earned on the Endowment Funds, certificates of deposit and other money market funds is summarized as follows:

Interest and dividends	\$ 35,784
Net realized losses on marketable securities	(25,900)
Net unrealized gains on marketable securities	14,959
Fees and taxes	<u>(19,207)</u>
Net investment income	<u>\$ 5,636</u>

**NOTE E - RELATED PARTY TRANSACTIONS**

**1. Loans**

The Association has made loans to Associates. The loans are secured by signed note agreements

	Balance at <u>June 30, 2001</u>
ASPIRA of Connecticut, short-term, non-interest bearing loan.	\$ 15,000
ASPIRA of New York, \$130,000, 48 month loan, bearing interest at 8%, payable in installments of \$2,708	112,505
ASPIRA of Pennsylvania, \$121,000, short-term note, bearing interest at 8%.	<u>126,192</u>
Total	253,697
Less: current portion	<u>(47,496)</u>
	<u>\$206,201</u>

ASPIRA Association, Inc., National Office  
NOTES TO FINANCIAL STATEMENTS - CONTINUED  
June 30, 2001

**NOTE E - RELATED PARTY TRANSACTIONS - CONTINUED**

**2. Subgrants**

Some of the Associates are subrecipients under grants made to the Association. The amount of subgranted funds due to Associates at June 30, 2001 was \$448,685. Amounts paid to Associates in 2001, which was based on the Associates requests for reimbursement for funds expended under the subgrants, amounted to \$346,165.

The preparation of the financial statements requires management to estimate the expenditures which have been made by the Associates as of June 30, 2001, but not yet submitted for reimbursement. Accordingly, actual results could differ from those estimates.

**NOTE F - CASH MANAGEMENT**

The Association has lines of credit at two financial institutions. The interest rates on both lines is currently 8%. Interest of \$13,570 was paid in 2001. As the outstanding balances are to be repaid in year 2002, the amounts have been classified as current liabilities in the accompanying statement of financial position.

**NOTE G - CONCENTRATION OF CREDIT RISK**

The Association maintains cash balances at various financial institutions. The Federal Deposit Insurance Corporation (FDIC) insures accounts at each institution up to \$100,000. Uninsured balances aggregated approximately \$47,989 at June 31, 2001. The Association has not experienced any losses related to these accounts and believes it is not exposed to any significant credit risk on cash and cash equivalents.

**ASPIRA Association, Inc., National Office**  
**NOTES TO FINANCIAL STATEMENTS - CONTINUED**  
**June 30, 2001**

**NOTE H - RETIREMENT PLAN**

The Association sponsors a tax deferred annuity retirement plan, established under Internal Revenue Code Section 403(b). This Plan, which was adopted on January 1, 1987, provides for employer contributions for all salaried employees who have at least six months of service which are calculated as 5% of each eligible employee's annual compensation. Participants may also elect to contribute to the Plan a percentage of their salary on a pre-tax basis.

**NOTE I - RESTATEMENT**

The beginning net asset balances for the year ended June 30, 2001 were restated to correct for errors made in 2000 and 1999. \$83,484 of net assets for which time and purpose restrictions had been met were incorrectly classified as temporarily restricted net assets at June 30, 2000. The effect of the restatement is to reduce temporarily restricted assets and increase unrestricted assets as of June 30, 2000 by \$83,484.

ASPIRA Association Inc., National Office  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
 Year Ended June 30, 2001

<u>Federal Grantor</u>	<u>Federal CFDA Number</u>	<u>Grant Number</u>	<u>Federal Expenditures</u>
U.S. Department of Health and Human Services:			
Helping Students Succeed Along the Health Professions Educational Pathway	NONE	01-BHPR-E09929	\$ 14,103
Cooperative Agreement to Improve Minority Health	93.004	US2MP97001 (*)	157,983
Corporation for National and Community Service:			
AmeriCorps Program	94.006	94ADNDC043	64,399
U.S. Department of Labor:			
High School/High Tech Program	NONE	E-9-4-9-0020	25,508
U.S. Department of Transportation:			
National Highway Traffic Safety Administration:			
Buckle-Up America Campaign			
Cooperative Agreement Program	20.600	DTNH22-99-H-95068	32,231
Buckle-Up America	20.600	DTNH22-99-H-05101	35,515
U S Department of Education			
Community Technology Centers Program	84.341A	V341A990295 (*)	<u>296,214</u>
Total			<u>\$625,953</u>

(\*) Denotes a major program.

Note: The Schedule of Expenditures of Federal Awards is prepared on the accrual basis of accounting.

The accompanying notes are an integral part of this schedule.

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SOZA ASSOCIATES, LLC  
8550 ARLINGTON BOULEVARD  
FAIRFAX, VIRGINIA 22031  
703 560 8477

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors  
ASPIRA Association, Inc., National Office

We have audited the financial statements of ASPIRA Association, Inc. National Office as of and for the year ended June 30, 2001, and have issued our report thereon dated April 17, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether ASPIRA Association, Inc. National Office's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered ASPIRA Association, Inc. National Office's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the board of directors, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Soza Associates LLC

Annandale, Virginia

April 17, 2002

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703 580 9477

**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE  
TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN  
ACCORDANCE WITH OMB CIRCULAR A-133**

To the Board of Directors  
ASPIRA Association, Inc., National Office

Compliance

We have audited the compliance of ASPIRA Association, Inc., National Office (the "Association") with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2001. The Association's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Association's management. Our responsibility is to express an opinion on the Association's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments and Non-profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Association's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Association's compliance with those requirements.

In our opinion, the Association complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2001.

Internal Control Over Compliance

The management of ASPIRA Association, Inc., National Office is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered ASPIRA Association, Inc., National Office's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the board of directors, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Soza Associates LLC

Annandale, Virginia

April 17, 2002



**ASPIRA Association, Inc., National Office**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**Year Ended June 30, 2001**

**A. SUMMARY OF AUDITOR'S RESULTS**

1. The auditors' report expresses an unqualified opinion on the financial statements of ASPIRA Association, Inc., National Office.
2. No reportable conditions in internal control were disclosed by the audit of the financial statements as reported in the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of ASPIRA Association, Inc., National Office were disclosed during the audit.
4. No reportable conditions in internal control over the major programs were disclosed by the audit as reported in the Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133.
5. The auditors' report on compliance for the Community Technology Centers and the Cooperative Agreement to Improve Minority Health Programs, expresses an unqualified opinion.
6. The audit disclosed no audit findings for ASPIRA Association, Inc., National Office which are required to be reported in accordance with OMB Circular A-133.
7. U.S. Department of Health and Human Services', Cooperative Agreement to Improve Minority Health Programs, CFDA #93.004 and the U.S. Department of Education's Community Technology Centers Program, CFDA #84-341A, were considered the major programs.
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. ASPIRA Association, Inc., National Office did not qualify as a low-risk auditee.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

**ASPIRA Association, Inc., National Office**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED**  
**Year Ended June 30, 2001**

**C. FINDING AND QUESTIONED COSTS FOR FEDERAL AWARDS**

None

**D. SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

None

**ASPIRA ASSOCIATION, INC.**

National Office

For Fiscal Year Ending June 30, 2003

**PROPOSED PRELIMINARY BUDGET**


September 7, 2003

	<b>FY 2003 Proposed Budget</b>	<b>FY 2002 Final Budget</b>	<b>Difference</b>
<b>Support &amp; Revenue</b>			
Contributions and grants*	\$ 998,730	844,319	154,411
Federal Grants	277,043	583,327	(306,284)
Interest Income	1,200	1,200	0
Misc Income	12,000	10,000	2,000
<b>Total</b>	<b>\$ 1,288,973</b>	<b>\$ 1,438,845</b>	<b>(149,872)</b>
<b>EXPENSES</b>			
Salaries	524,278	407,803	116,475
Fringe	101,384	78,934	22,450
Bank Charges	800	800	0
Board Expenses	15,000	15,000	0
Contractual	187,620	95,100	92,520
Equipment Purchase and Maint	10,000	120	9,880
Insurance	2,000	2,436	(436)
Office Supplies	6,133	12,282	(6,149)
Program Supplies	12,839	20,750	(7,911)
Postage	5,000	14,276	(9,276)
Printing	21,865	41,583	(19,718)
Rent	161,543	153,850	7,693
Seminars/meetings	46,395	28,425	17,970
Stipends**	0	7,880	(7,880)
Telephone***	20,796	12,312	8,484
Travel	29,965	27,257	2,708
Interest Expense	1,200	7,200	(6,000)
			0
<b>Total Expenses</b>	<b>\$ 1,146,818</b>	<b>\$ 926,008</b>	<b>220,810</b>
Transfers	142,138	512,837	(370,699)
			0
<b>TOTAL</b>	<b>\$ 1,288,956</b>	<b>\$ 1,438,845</b>	<b>\$ (149,889)</b>

\* Includes only \$69,000 in unrestricted grants. Projection is \$160,000

\*\*Does not include Everett Internship for 2003

\*\*\* includes Internet connection





ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

BOARD AGENDA ITEM SUMMARY

Agenda No.: 11.0 Reference No.: 9/02

Subject: Student Affairs Committee Report

Type: Action: \_\_\_\_\_ Information: X

Meeting Date: September 7, 2002 National Board of Directors: X

Background:

The Student Affairs Committee will present a report.

Action Required:

None







ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

BOARD AGENDA ITEM SUMMARY

Agenda No.: 12.0 Reference No.: 9/02

Subject: President's Report

Type: Action: \_\_\_\_\_ Information: X

Meeting Date: September 7, 2002 National Board of Directors: X

Background:

The President will present a report on the status of activities at the National Office

Action Required:

None



# **PROGRESS REPORT**

to the

## ***NATIONAL BOARD OF DIRECTORS***

of the

**ASPIRA Association**

by

Ronald Blackburn-Moreno  
President

**September, 2002**

### **INTRODUCTION**

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This Progress Report covers the activities of the National Office in the six months between March 2001 and August 2002. The last report to the Board of Directors was presented at the meeting of the Board of Directors in February 2002.

#### **Passing of Dr. Antonia Pantoja**

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It is sad to report that during this period ASPIRA lost its founder, Dr. Antonia Pantoja. Many remembrances and celebrations of her life were held across the country and Puerto Rico. Among them, a major remembrance celebration in New York City which the National Office co-sponsored with ASPIRA of New York and several other Latino organizations and at which ASPIRA's President delivered a short speech on leadership. The Senate of Puerto Rico held an event in August in San Juan.

Many letters were received lauding Dr. Pantoja and her life. She had just completed her biography, *Memories of a Visionary the Life of Dr. Antonia Pantoja*. Dr. Pantoja leaves an enormous legacy, which includes ASPIRA. She will be sorely missed.

## **Happenings**

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Among the major events and accomplishments during this period

**Independent Sector Award** - ASPIRA was selected to receive the **Independent Sector Award for Leadership**, a prestigious award to the non-profit organization that demonstrates sustained leadership in community service. The award, which carries a \$10,000 prize, has been announced nationally and will be given at the IS Conference in October in Cleveland, OH. A contest has been organized for ASPIRANTES to select one to receive the award at the conference.

**Largest Hispanic Organization** - For the second year in a row, ASPIRA was ranked by Hispanic Business magazine as the **largest national Hispanic organization in the country**, with a combined budget of \$32 million.

**New CTCs** ASPIRA expanded the number of CTCs, through the final approval of six additional CTCs. This brings the total to **45 ASPIRA CTCs nationwide**.

**Technology** In addition to the CTCs and further developing the National Office's and the Associates technology capability through technical assistance, transfer of hardware and software, the ASPIRA web site has grown enormously. A new **Student Web Site**, which includes a "Student Chat Area" (requested by the Student Affairs Committee, has been developed. Dissemination of the site is required so that students will begin using it.

**Programs** Having solidified ASPIRA's leadership, APEX, math and science, technology, health, and traffic safety programs (which are now being implemented throughout the Association), ASPIRA is moving to develop two new national programs: **financial education** and **mentoring**.

**Grants and Contracts** - ASPIRA was awarded the following grants and contracts:

- o Ford Motor Company Fund - \$100,000 (plus an additional \$100,000 commitment) to ASPIRA safe havens,
- o Office of Minority Health (DHHS) - \$100,000 to continue its work with HIV/AIDS education
- o Verizon Foundation - \$250,000 to support a technical assistance center for ASPIRA Associates in technology and technology literacy,
- o AT&T Foundation - \$250,000 to further enhance technical assistance to ASPIRA's Youth Safe Havens,
- o SBC Foundation - \$25,000 for training in IT
- o NHTSA DC - \$100,000 for Highway Safety Program in Washington, DC

- o NHTSA - \$55,000 to continue national highway safety education program
  - o Citigroup Foundation - \$210,000 over two years for a Financial Education program for youth;
  - o AOL Time Warner Foundation - \$200,000 for a bilingual web portal and technical assistance to non-profit organizations, and
  - o Sistema Universitario Ana G. Mendez - \$185,000 contract to conduct a network security assessment and enhance network security for the SUAGM university system
- Other significant grants pending include: \$200,000 from Nationwide Insurance Foundation for a financial literacy program focusing on insurance, \$200,000 CTC grant from the U.S. Department of Education, Women's Educational Equity Program (U.S. Department of Education for a women's equity program)

**ASPIRA Gear** - ASPIRA has reached an agreement with a merchandising firm to create *ASPIRA Gear* a whole line of quality products (shirts, sweaters, bags, and others) with the ASPIRA logo for sale. The company is providing a free web site where the merchandise can be purchased. The National Office will receive 10% of all sales. The next step will be to disseminate/publicize the site and the merchandise and the site.

## **New ASPIRA Strategy**

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### **New Model of Support for Associates**

During this six-month period, the major focus of the National Office's efforts has been on strengthening and expanding the new strategy for support of the Associate offices. Working closely with each Associate Office, the National Office is identifying and cultivating contacts locally (e.g., foundations, corporations, business opportunities, and other sources of funding) and is providing direct assistance and support to Associates (from helping negotiate grants and contracts to developing proposals) so they secure significant local funding, creating a true partnership with the Associate offices.

The strategy is basically to develop *local capacity* and provide support in seeking local resources for local programs with the support and assistance of the National Office. The old model was geared at assisting the Associates by developing national programs through the Associate offices. Though the National Office will continue to develop model programs in collaboration with the Associate offices, the new strategy is already tapping a much larger pool of funds and better ensure local program sustainability.

Perhaps the best example of this strategy is the support provided to ASPIRA de PR. ASPIRA de Puerto Rico is developing the ASPIRA/Verizon Literacy and Technology

Program, with over \$1 275 million in funds from the Verizon Foundation. This program will establish technology centers in 11 schools in Puerto Rico. The initial contacts and follow up by the National Office made this grant possible. On the other hand, the ASPIRA de Puerto Rico Cisco Academy is already generating significant general operating funds (over \$45,000 per year). And, several other large initiatives are pending with local support (over \$4 million) and TA from the National Office.

ASPIRA of Illinois has developed its Technology Academy, which includes a host of certificate and training programs secured through the National Office such as Oracle, Cisco Systems, the Oracle Academy and others.

This strategy has generated over \$2 million for the Associates last year vs. \$1 million in direct transfers per year from National Office program grants in previous years. Current projections are that the new strategy will generate between \$4 and \$5 million combined per year in two years. This strategy is much more effective in two ways: it generates more funds and develops capacity of the Associates locally.

#### **From Federal/Foundation Support to Corporate Support**

Realizing that government grants require a high indirect cost subsidy (these cover only 8% of the total award, whereas real indirect costs hover between 12% and 15%), have little budgetary flexibility, and now require extensive data collection (new rules) for evaluation, making these grants very restrictive, the National Office has moved to rely more heavily on corporate and corporate foundation support. This year over 85% of budgeted funds are from corporate sources (including General Operating support). Less than 15% are federal funds.

#### **Fee For Service Contracts**

The National Office's **fee for service** initiative to generate general operating funds got well underway with the signing of the contract with the 22,000 student Sistema Universitario Ana G. Méndez (a University System) in Puerto Rico to enhance network security at the institutions of the system, which include 3 major universities, a television station and the Central Administration. This contract, with a period of performance of less than six months, will generate at least \$40,000 in general operating support for the National Office.

### **New and On-Going ASPIRA Program Initiatives**

#### **Financial Education: Generating and Protecting Wealth**

ASPIRA new national initiative in Personal Finance education is getting underway with the support of the Citigroup Foundation and pending support from Nationwide Insurance Corporation and GMAC Corporation. This initiative will focus on developing curricula (printed and on-line) for youth and adults to obtain information

on such topics as credit, banking, insurance, home and car buying and a host of others to enhance their capacity to generate and protect wealth

### Mentoring

ASPIRA has developed collaboration with *MANA National Latina Organization* to carry out a national mentoring program for young Latina women. ASPIRA has developed the mentoring training curriculum and ASPIRA has presented the training package at the MANA National Conference. Funding for the program has been secured through a grant to MANA from the U.S. Department of Health and Human Services.

### Other On-Going Initiatives

HIV/AIDS, Highway Safety - ASPIRA continues to develop its *Health (HIV/AIDS)* and *Highway Safety Education* program for youth and to expand the Association's technology initiatives (CTCs, technical training, internal technology infrastructure, and the Cisco Systems collaborative). The National Office has received an additional \$100,000 to continue development, pilot testing and implementation of the HIV/AIDS curriculum from the U.S. Department of Health and Human Services. It has also received an additional \$55,000 from the National Highway Transportation Administration and \$70,000 from the D.C. NHTSA to further develop its bilingual traffic safety materials campaign.

Public Policy - ASPIRA also continues to expand its role in national *public policy* issues and collaborations with (and support of) national Hispanic and non-Hispanic organizations. (See collaborations, below)

Technology - In technology (see below), ASPIRA continued the expansion of ASPIRA's technology capabilities through on-going technical assistance to the Associates, expansion of ASPIRA's Web Site (several new sites added and others expanded), transfer of web site control to the Associates (with National Office hosting and technical assistance), among others. Significant progress is being made with Associates, such as ASPIRA of New Jersey, ASPIRA of New York, and ASPIRA of Connecticut, and ASPIRA of Pennsylvania to develop Cisco Academies. A significant number of ASPIRA staff have been trained as Cisco instructors and it is expected that several Associates will initiate Cisco Academies this fall.

Support for ASPIRA Schools - As the Associates move to increase the number of schools that they operate (e.g., ASPIRA of Florida is expecting to have four schools, ASPIRA of Illinois at least three and ASPIRA of PA several), more attention will be placed on providing support and resources for these schools. In this area also, the National Office has supported ASPIRA of Pennsylvania's coalition that is seeking to operate a significant number of schools in Philadelphia. The coalition, led by ASPIRA, has been facing a strong barrier in the Commission that is deciding the fate of the schools. ASPIRA of Illinois is also assisting in this effort. The new

superintendent in Philadelphia, Paul Vallias, was superintendent in Chicago, where he was a good friend of ASPIRA of Illinois. ASPIRA of Illinois is helping ASPIRA of Pennsylvania with its contacts with the new superintendent.

Technology Tools Conference in Puerto Rico - The National Office is continuing its collaboration with ASPIRA of New Jersey and ASPIRA de Puerto Rico on the 3<sup>rd</sup> ASPIRA National Conference on Education and Technology - *Technology Tools for Teaching and Learning* to be held in San Juan, Puerto Rico December 8-11, 2002. In addition, it is collaborating on a Golf Tournament and Legislative Breakfast to be held prior to the conference. In addition to support in planning, the National Office is seeking sponsors and exhibitors. Last year, the National Office fund raising for the conference generated over \$55,000, which was shared with ASPIRA of New Jersey. This year, the Golf Tournament is expected to generate even more funds for ASPIRA.

## **Technology**

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### **Student Web Site and Chat Room**

ASPIRA continues to expand its capabilities in technology. Following a request by the Student Affairs Committee of the National Board of Directors to develop a chat room on the Internet for *ASPIRANTES*, the National Office developed more than a chat room, it developed a full "Student Web Site", which includes a chat room. However, more dissemination about the chat room and the site is needed as it has not been utilized.

### **John Villamil Elected to CTCNet, Cisco and HEST boards**

ASPIRA's Executive Vice President and CIO was elected to the Board of Directors of CTCNet, the organization that brings together 750 CTCs around the country. He was also appointed to the national board of advisors of Cisco Systems Network Academy and to the Hispanic Education Telecommunications System advisory board.

### **Institute for Puerto Rican Arts and Culture (IPRAC)**

The IPRAC web site has been expanded considerably and is updated constantly. It now has a monthly "feature" site, which in the past months have included the "Acangana" exhibit by Banco Popular, the Museo Pablo Casals, music by Morel Campos, and now the 40<sup>th</sup> anniversary events of El Gran Combo."

The IPRAC site is beginning to be recognized and has become a national resource for information on Puerto Rico. It is currently one of the largest on-line resources for information on Puerto Rican history and culture on the web. Funding is being sought through various foundations and the Government of Puerto Rico to further expand this initiative.

During the summer, two teachers from Puerto Rico participated in an internship at ASPIRA for six weeks under the Senate of Puerto Rico-sponsored Pilar Barbosa Fellowship Program. These teachers began developing curriculum modules on Puerto Rican history and Puerto Rican Natural History that are now available on the IPRAC site. This is the beginning of a project to develop original educational content for the site. Negotiations are underway with the P.R. Department of Education to host several teachers from Puerto Rico as interns at ASPIRA to further develop curricular materials on-line.

As part of the development of the Associate Offices, the web pages of the Associates are progressively being transferred to the Associates. Currently, ASPIRA of CT, NY, PA have total control over their web site. They have re-designed their sites and are updating their information. The National Office continues to provide technical assistance and web hosting. The sites for each are impressive, both in terms of graphic interphase and content. ASPIRA of Connecticut delivers its newsletter on-line. ASPIRA of Illinois, New York, and Pennsylvania have developed exceptionally attractive sites.

The ASPIRA staff that is off-site is using the ASPIRA new web-based e-mail system consistently.

## Associates Events

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The National Office, through its President, has participated in events and activities at each of the Associate Offices. These include

- ASPIRA of Connecticut: ASPIRA Annual Fund-Raising Luncheon and the Bridgeport, CT Public Schools forum on Education Reform (Community Panel Discussion),
- ASPIRA of Illinois: Signing Ceremony of Agreement between ASPIRA of Illinois and Northeastern Illinois University for use of their facilities for the Antonia Pantoja High School,
- ASPIRA of New Jersey: Participation as speaker at the ASPIRA of New Jersey Conference in Education Reform in Atlantic City New Jersey,
- ASPIRA of Florida: Attendance to the first Annual Fund-Raising Gala Dinner held in Miami,
- ASPIRA of New York: Attendance to the ASPIRA of New York Annual *Circle of Achievers* Luncheon (John Viliamil), and the Antonia Pantoja Remembrance activity (see above),



- ASPIRA of Puerto Rico Press Conference and Luncheon sponsored by Verizon to announce the \$1.2 million to ASPIRA de Puerto Rico for the Technology and Literacy initiative, and
- ASPIRA of Pennsylvania Attendance to a meeting between the ASPIRA of Pennsylvania-led education coalition and members of the Education Commission of Philadelphia (also attended by Verizon Foundation President, Ms. Susanne Dubois, and Ms. Magda Yrizarry, chair of ASPIRA of New York, Verizon Community Affairs Director and coordinator of the meeting)

## **Collaborations**

### **New Collaborations**

The National Office has developed a series of new collaborations to strengthen its programs. One of the most important is the formal collaboration being signed with the National Council of La Raza and the Urban League on mutual support on technology. The collaboration with NCLR will allow ASPIRA to reach hundreds of Latino non-profits across the country. This is the first of what will become the National Latino Technology Consortium, contemplated under the AOL Time Warner grant.

### **Strengthening Existing Collaboratives**

With the NEA, the National Office is developing a collaborative around education reform. ASPIRA's President continues to serve on the board of the National Foundation for the Improvement of Education (NFIE), a distinguished foundation that offers grants to teachers for professional development. ASPIRA also remains on the board of the Laboratory for Student Success at Temple University, a Department of Education national laboratory.

### **Collaborations with Hispanic Organizations**

#### **Hispanic Association on Corporate Responsibility (HACR)**



ASPIRA's President spent a significant amount of time on his duties as chair of the board of HACR during this period. HACR is the national Latino coalition of organizations (e.g., NCLR, LULAC, HACU, the National Puerto Rican Coalition, Cuban American National Council) that serves as a voice for the Latino community vis a vis corporate America. These responsibilities included annual Corporate Review Visits (in which HACR reviews inclusion of Hispanics in governance, employment, procurement, and philanthropy), the HACR Symposium in New York, and assistance in developing plans and HACR publications. Also, a significant effort was invested in developing the new Corporate Agreement with Coors Brewing Co.

During the last six months, HACR Corporate Review visits included

- Coors Brewing Co - Annual Convention, new Agreement signing, and corporate review, Las Vegas, NV
- MGM Grand - Corporate Review - Las Vegas, NV
- Verizon Communications - New York City
- Philip Morris - New York City
- Advantica (Denny's) - Washington, DC
- General Motors, Ford Motor Co, and Daimler Chrysler - Detroit, MI

ASPIRA's President was also very active in organizing and participating in the *HACR Annual Symposium* in New York City. The Symposium brings together over 100 corporate representatives to discuss strategies for inclusion of Hispanics. The Chair of the ASPIRA National Board, Ms. Myrna Rivera, attended for the second time. Ms. Magda Yrizarry, chair of ASPIRA of New York and Mr. Alfredo Calderón, Executive Director of ASPIRA of Pennsylvania, also attended the Symposium as the chair's guests.

A planning meeting was held in New York prior to the Symposium and an agreement was signed between HACR and the Hispanic Federation of New York, the coalition of Latino organizations in the city, currently led by Ms. Lorraine Cortes, former Executive Director of ASSPIRA of New York. The meeting was attended by over 30 representatives of New York Latino organizations.

As part of a collaboration between HACR, ASPIRA and GMAC Corporation on Financial Literacy, GMAC invited ASPIRA's President to the NCLR *Alma Awards* in Los Angeles California. During the celebrations, GMAC held an elaborate press conference on the initiative that included a panel with the President of ASPIRA, the President of HACR with Telemundo news anchor José Díaz Balart.

#### Collaborations with other Latino Organizations

ASPIRA continues to be active in the National Hispanic Leadership Agenda and the Hispanic Telecommunications Network. Through the latter, ASPIRA has been involved in informing members of Congress on the new Telecommunications Act (Taubin Dingell). ASPIRA is also active in the Hispanic Education Coalition that was instrumental in shaping the Elementary and Secondary Education Act.

ASPIRA's President is a member of the Board of the National Community for Latino Leadership (NCLL). As treasurer of the Board, he has spent significant time dealing with NCLL's finances and fund-raising over the past six months.

Other collaborations have included strengthening ASPIRA's ties with the P.R. Federal Affairs Administration (PRFFA), which is now run by Ms. Mari Carmen Aponte, a good friend of ASPIRA's.

### Speaking Engagements

The President, Executive Vice President and VP for Public Policy have participated in numerous events and conferences as speakers. Some examples of these, during this period include:

- Cuban American National Council Conference – Orlando FL (Ronald Blackburn-Moreno John Villamil)
- National Association of Hispanic Publications – Dallas, TX
- National Puerto Rican Coalition Conference – San Juan, P.R.
- MANA National Conference – Washington, DC (Ms. Hilda Crespo)

### Successes of the Associates

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This section includes a brief description of the major activities and successes of the associate Offices in which the National office has in some form helped to support. More complete reports of the Associates are provided by each associate at the Board meeting.

ASPIRA of CT Has secured their building and are developing their programs successfully. The National Office has provided a \$50,000 long term-loan to ASPIRA of CT. However, since the loan was granted, ASPIRA of CT has secured significant funding, including a major AmeriCorps grant and funds obtained through their annual fund-raising luncheon. Ms. Alma Maya, Executive Director of ASPIRA of CT, will be honored as Hispanic of the Year in the State of CT by the Governor's Office of Latino Affairs.

ASPIRA of Florida ASPIRA of Florida held a very successful fund-raising gala event in Miami. It now has four charter schools approved. ASPIRA of Florida now has a host of new programs. Its Talent Search program was renewed for five years. In addition, ASPIRA of FL now has two fully operational CTCs, with computers donated by Power-Up. ASPIRA of FL continues to receive extensive technical assistance in developing the centers.

ASPIRA of Illinois ASPIRA of Illinois inaugurated new facilities for its Antonia Pantoja High school in collaboration with Northeastern Illinois University. The inauguration event was attended by a host of prominent politicians and Latino leaders from Chicago. It has purchased a new building at a cost of \$1 million. It has also trained its Cisco instructors and should start the Academy this fall. Its Talent Search program was renewed for five years. The Junior Technical College has gone extremely well. In addition, through the coordination by the National Office, ASPIRA of Illinois is sharing its Oracle Learning Center with ASPIRA de Puerto Rico. Its Joyce Foundation project Chicagoland Latino Educational Research Institute

(CLERI) is about to issue its first report on its research on schools this summer, and is poised to conduct training through its Outcomes-Based Evaluation Project

ASPIRA of New Jersey ASPIRA of New Jersey held its annual Youth Convocation Tournament, PA as well as its Fourth Annual Latino Education Conference at Bally's Park Place Hotel Atlantic City in May. It is now planning for the National Conference in PR and to hold its next Latino Education Conference in Las Vegas next year. It held its Annual Luncheon in March. Its Talent Search program was renewed for five years.

ASPIRA of New York - Held its 3<sup>rd</sup> Annual Circle of Achievers in May, following their very successful fund-raising luncheon last May. Luncheon Chairman was Reuben Mark, Chairman and Chief Executive Officer of the Colgate-Palmolive Company. ASPIRA of New York just moved its executive offices to a new facility in Manhattan and is poised to open its school in the Bronx this fall as math and science academies based on the MAS Academy model. ASPIRA of NY now has two fully operational CTCs and is planning two more. ASPIRA of NY's Talent Search program was renewed for five years.

ASPIRA of Pennsylvania - The CTC at Eugenio Ma De Hostos Charter School continues to be a success and to grow. ASPIRA of PA is leading a coalition of Latino and non-Latino organizations in proposing to operate schools. It has found a challenge with the Education Commission. A member of the Commission and Regional President of Verizon Communications has been a particular target of the coalition, which threatened a boycott of Verizon. After a meeting at ASPIRA of PA with the chair of the Commission and the Verizon President, tensions seemed to have diminished between the coalition and the Commission. This process will also be aided by the appointment of Paul Vallas (See above) as superintendent of Philadelphia Public Schools. ASPIRA of PA's Talent Search program was renewed for five years.

ASPIRA de Puerto Rico - ASPIRA de Puerto Rico was recently awarded a Verizon Foundation grant for \$1.2 million for technology centers in schools throughout the Island. Its Talent Search program was also renewed for five years. The Cisco Academy is in its third session and an fourth is expected to be the largest yet. It operates a state-of-the-art technology training facility that is being used to train corporate technical staff for a fee. These trainings have generated significant general support funding for ASPIRA de Puerto Rico in the last year. ASPIRA de Puerto Rico also has numerous programs pending with the P.R. Legislature, WIA and others.

## **Finance and Management**

### **Accounting**

The accounting firm of Gonzalez and Associates was hired to do the National Office accounting. Mr. Mark Eisenstadt, CPA is assigned to ASPIRA. Ms. Maribel Torres, our former accountant, worked with the National Office on the 2001 audit and the transition. The accounting and reporting challenges reported in the past are being overcome with the addition of the new accountant. The accounting is up-to-date, and the budget for 2003 has been developed. Cost recovery still lags, creating periodic cash flow challenges (that are dealt with with the line of credit) given the work involved in gathering data for prior years for reporting. It is expected that this challenge will be completely resolved within a month.

### **FY 2001 Audit**

Soza, Inc. the external auditors, completed the audit for FY 2001. It rendered an unconditional opinion (clean audit). It did not even issue a Management Letter.

### **FY 2003 Budget**

A proposed Preliminary Budget for FY 2003 is being submitted to the Board for approval (July-Dec). It is expected that the budget, currently at little over \$1.2 million, will increase to over \$1.5 million by December, given informal commitments of funders.

### **Staff**

The Assistant to the President, Tatiana Almeida resigned to pursue other opportunities, so the National office is seeking a full time Administrative Assistant for this position. With the new budget, at least three new staff (Program Managers, Coordinators) will be hired, mostly in technology and for technology support.

### **Office Space**

ASPIRA decided to retain the current office space lease for the full 10 year term, on the advice of ASPIRA's realty company, because the cost per square foot (\$24) is so low for the area that moving would not be cost-effective. To use the over 6,000 square feet effectively, the National Office has subleased one office each (at cost, with a slight earning on use of common areas) to the Cuban American National Council and to Mentor National Association of Hispanic Employees. In addition, ASPIRA is in negotiations with CTCNet to sublease additional space. The realty company, EZRA and Associates, is currently seeking a tenant for the back area of the office (4 private offices and a reception area). This will lower the space rental cost to

the National Office, while retaining a central location in Washington at an extraordinary per-square-foot price







ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

BOARD AGENDA ITEM SUMMARY

Agenda No.: 13.0 Reference No.: 9/02

Subject: Proposed Amendments to the By-Laws

Type:            Action:                   Information: X

Meeting Date: September 7, 2002 National Board of Directors: X

**Background:**

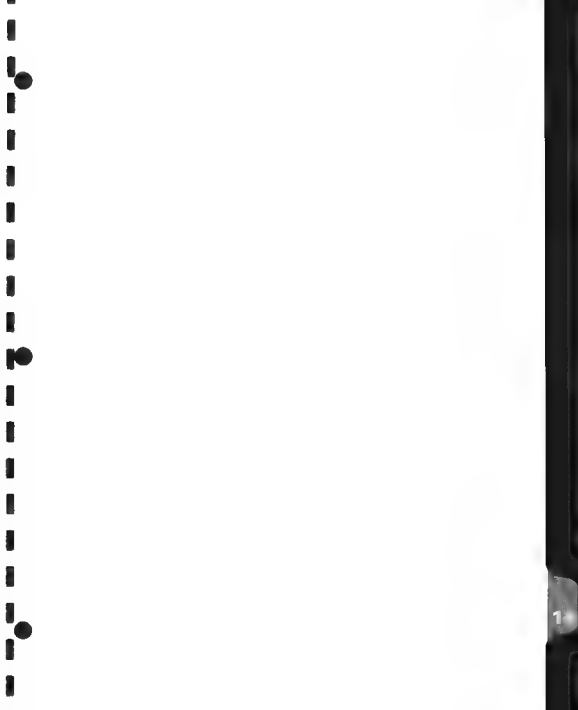
The Board will discuss the proposed amendments to the ASPIRA by-laws. The proposals are

- to extend the tenure of the elected Chairperson of the Board from one to two years; and
- to revise the limitation on the number of times an at-large member may be elected to the Board

Amendments to the by-laws can be made at any regular meeting of the board and must be approved by a simple majority, except in the case of expulsion of an Associate

**Action Required:**

Approval of proposed amendments to the by-laws.





ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

BOARD AGENDA ITEM SUMMARY

Agenda No.: 14.0 Reference No.: 9/02

Subject: Election of Officers

Type:            Action: X            Information:     

Meeting Date: September 7, 2002 National Board of Directors: X

**Background:**

The Nominations Committee will present a report on candidates for officer of the Board  
The Board will elect a new slate of officers These are

- Chair
- Vice Chair, Program
- Vice President, Personnel
- Vice President Finance/Treasurer
- Secretary

The Executive Committee consists of the officers of the Board, the Chair of the Student Affairs Committee, and representatives of Associates not represented among the officers.

**Action Required:**

Election of Officers



## Notes

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ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

BOARD AGENDA ITEM SUMMARY

Agenda No.: 15.0 Reference No.: 9/02

Subject: ASPIRA's Mission

Type:            Action: X            Information:       

Meeting Date: September 7, 2002 National Board of Directors: X

**Background:**

At the February 23, 2002 meeting, the Board agreed to discuss ASPIRA's mission statement in the light of the changing demographics of the students served by ASPIRA.

**Action Required:**

Approve/reaffirm ASPIRA's mission statement.

ASPIRA Association, Inc.  
NATIONAL BOARD OF DIRECTORS

BOARD AGENDA ITEM SUMMARY

Agenda No.: 16.0 Reference No.: 9/02

Subject: New Business

Type:            Action: \_\_\_\_\_ Information: \_\_\_\_\_

Meeting Date: September 7, 2002 National Board of Directors: X

Background:

The Board will consider any new business.

Action Required:

None.